

PUBLIC WORKS DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the accurate and timely dispatch of personnel and equipment in the Ulster County Department of Highways and Bridges. The work is performed under general supervision of the Commissioner of Highways and Bridges, or other designated managerial employee. Considerable leeway is allowed the employee for deciding work details within administrative and contractual guidelines. While direct supervision over the work of others is not normally a responsibility of an employee in this position, advisory supervision, in the form of work assignments, is regularly exercised over all dispatched personnel of the division. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Confers with Section Supervisors daily to determine their needs for employees and equipment;

Prepares a daily roster of crew and equipment assignments;

Operates a two-way radio and computer-assisted dispatching equipment to communicate with road and bridge crews, and with sub stations;

Projects future personnel and equipment requirements based on projects and prepares reports on same for managerial review;

Answers telephone calls on both emergency and non-emergency phones;

Maintains daily log and records related to personnel and equipment assignments;

Reports to headquarters during weather emergencies to provide dispatching services;

Trains new dispatcher personnel;

Maintains a neat and orderly dispatch/communications room;

Performs timekeeping tasks as needed, based on dispatch logs;

May assist in some supervisory functions such as staff scheduling, performance appraisal and related performance issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization and function of the Department of Highways and Bridges; good knowledge of the geography and road/ bridge network of the County; good knowledge of laws, rules, regulations and labor contract provisions affecting crew assignments; good knowledge of the operation of a two-way radio and computer-assisted

communications equipment; good knowledge of personnel and equipment requirements to accomplish specific types of road or bridge repair; ability to deal effectively with department employees and the public; ability to maintain records and prepare brief tabular reports; willingness to report for duty in weather emergencies; tact; honesty; sobriety; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in the construction or repair of roads or bridges, which must have included or been supplemented by two (2) years of dispatching experience in a public works environment.

Special Requirement: At time of appointment, must possess a valid New York State Driver's License appropriate for the equipment being operated.

Special Requirement for Positions in Ulster County Department of Public Works:

Candidates for employment in this position, on an open-competitive basis, must possess a valid NYS Class B (CDL) License with required endorsements, if any, at time of appointment.

Candidates for employment in this position, on a promotional basis, must be eligible for NYS Class B (CDL) License with required endorsements, if any, at time of appointment, and must possess such license by the end of their probationary term.

Special Note: In accordance with Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.

ULSTER COUNTY
5276 PW DISP
Classification: Competitive
Grade: 7
Union: CSEA

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